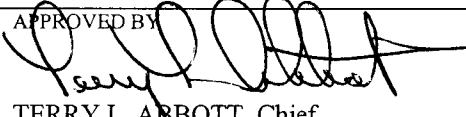


manual change transmittal

TITLE PROJECT DEVELOPMENT PROCEDURES MANUAL	APPROVED BY  TERRY L. ABBOTT, Chief	Date Issued: 09/02/2008
		Page 1
SUBJECT AREA Noise Abatement Decision Document Traffic Analysis Attachments to Project Report	ISSUING UNIT DIVISION OF DESIGN	
SUPERCEDES Appendix K – Preparation Guidelines for Project Report	DISTRIBUTION ON-LINE	

The official version of the Project Development Procedures Manual (PDPM) is the electronic version found on Caltrans Division of Design Website: <http://www.dot.ca.gov/hq/oppd/pdpm/pdpmn.htm>.

Appendix K – Preparation Guidelines for Project Report of the PDPM has been updated on September 2, 2008:

- This revision of Appendix K provides guidance on preparation of the Noise Abate Decision Report (NADR), either as a section of the draft project report or as a stand-alone document.

Reason for change: In 2007, the Federal Highway Administration approved Caltrans' process to determine if noise abatement is reasonable and feasible and our policy to document the determination in the NADR. For the policy and procedures on noise abatement see Chapter 30, Highway Noise Abatement of the PDPM. Additional guidance on Caltrans' noise abatement process is found in the *Traffic Noise Analysis Protocol*.

- Update guidance to eliminate the provision that accident diagrams and Traffic Accident Surveillance and Analysis System (TASAS) reports are included in either the draft project report or the project report.

Reason for change: Because there may be a misinterpretation of unanalyzed data, accident diagrams and TASAS reports are not to be attached to the project report. Although accident diagrams and TASAS reports are essential for project decision and engineering recommendations, projects reports should only contain a summary of the analysis. Any accident diagrams and TASAS reports are part of the project files.

- Update guidance to convert from Metric units to English units. Update terminology.

PDPM subscribers are encouraged to use the most recent version available on-line at the above website. Should a subscriber choose to maintain a paper copy, the subscriber is responsible for keeping their paper copy up to date and current.